



DEPARTMENT OF THE NAVY
SPACE AND NAVAL WARFARE SYSTEMS COMMAND
4301 PACIFIC HIGHWAY
SAN DIEGO, CA 92110-3127

SPAWARINST 1650.1E
SPAWARSYSCOM 09M
24 Nov 04

SPAWAR INSTRUCTION 1650.1E

From: Commander, Space and Naval Warfare Systems Command

Subj: MILITARY AWARDS POLICY

Ref: (a) SECNAVINST 1650.1G
(b) NAVADMIN 251/02

Encl: (1) Award Submission Guide
(2) Example Letter of Lateness
(3) Example OPNAV 1650/3 (Rev 7-04)

1. Purpose. To update SPAWARSYSCOM awards policy, issue revised 1650/3, and provide administrative and presentation procedural guidance. This is a significant revision to the previous instruction and should be read in its entirety.

2. Cancellation. SPAWARINST 1650.1D.

3. Background. One of the most effective means of enhancing morale in a military organization is the prompt recognition of exceptional performance. Recognition can take many forms ranging from verbal praise to a personal award.

4. Awarding Authority

a. Per reference (a), Commander, Space and Naval Warfare Systems Command (SPAWARSYSCOM) is authorized to award the Meritorious Service Medal (MM), Navy and Marine Corps Commendation Medal (NC), Navy and Marine Corps Achievement Medal (NA), and the Military Outstanding Volunteer Service Medal (MOVSM).

b. Letters of Appreciation (LOA) and Letters of Commendation (LOC) will normally be awarded by Commanding Officers of SPAWAR Systems Centers. In certain instances, LOA's/LOC's may be sent to SPAWARSYSCOM for consideration.

c. Per reference (b), Commanding Officers of SPAWAR Systems Centers have the authority to award NC's, NA's, and MOVSM's.

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5. Policy

a. SPAWARSYSCOM desires recognition be given where it is due. To preserve the integrity of the Navy awards program, awards and decorations will only be recommended for actions or services that are clearly and distinctly outstanding in nature and magnitude. Acts or services must place a person's performance significantly above that of their contemporaries and be of such importance that it cannot be appropriately recognized in any other way.

b. It is not intended that the level of an award be restricted to a specific rank. Reference (a) does not equate award level and rank except for the Air Medal, Navy and Marine Corps Achievement Medal, and Combat Action Ribbon; however, award level is equated to scope of responsibility, which normally increases with rank. Therefore, high-level awards tend to gravitate toward more Senior Officers and Chief Petty Officers who are assigned to positions of higher responsibility. In general, the level of responsibility relative to awards is as follows:

Commander/Program Director/ Major Program Manager	LM
Program Manager/Deputy Program Manager/Senior Enlisted (E-9)	MM
Division/Branch Heads/ Senior Enlisted (E-7 thru E-9)	NC
All Others	NC or NA

6. Mid-Tour/Specific Achievement Awards

a. Personnel who change assignments within SPAWARSYSCOM are eligible for a mid-tour award if the following requirements are met:

(1) Must have served a minimum of 18 months in current assignment and have a minimum of 18 months remaining on the next assignment;

(2) and, performance must meet requirements set forth in paragraph 5a.

b. Award inputs from the first assignment may be held and combined with inputs from the second in order to substantiate a higher level award.

7. Administrative Procedures

a. For all awards, recommendations will be submitted to the SPAWARSYSCOM 09M awards coordinator not less than 90 days prior to member's departure date. Award recommendations submitted outside these guidelines will require a letter of lateness to accompany the award package. Late awards without this letter will not be accepted. Submit award recommendations as soon as possible following an act, specific achievement, or service deserving of special recognition. If an individual is truly deserving of an award, the Deputy Commanders/Assistant Commanders/Program directors or Commanding Officers/Officer-in-Charge should afford the member the honor of a well-written and timely award.

b. To ensure a complete historical record of awards presented to SPAWAR personnel in the field, NC's and NA's awarded under reference (b) shall be forwarded to SPAWARSYSCOM 09M as follows:

(1) Copy or fax of approved OPNAV 1650/3;

(2) and, one copy of the citation with the recipient's social security number typed in the upper right corner.

c. Following the presentation of local commendatory correspondence, the presenting command is responsible for ensuring "copies to" are provided. A copy should always be provided to the servicing Personnel Support Detachment for filing and service record entry, if appropriate.

d. It is SPAWARSYSCOM's policy to review and endorse all higher award recommendations forwarded by Commanding Officers of field activities. The Chief of Naval Operations (CNO) is the awarding authority for the LM. LM recommendations for SPAWARSYSCOM Headquarters will be submitted to SPAWARSYSCOM 09M.

e. Recommendations for unit awards will be submitted with complete information required by reference (a). Unit awards recognize particularly outstanding performance and are generally awarded for operational achievements, not exceeding 18 months.

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8. Submission Requirements. If a personal award nomination is deemed appropriate for an individual, an award recommendation package shall be prepared and submitted by the recommending code. The package shall contain the following:

a. Personal Award Recommendation Form (OPNAV 1650/3 (Rev 7-04) completed in accordance with enclosure (1). Not required for Flag LOC's and LOA's.

b. Summary of Action (SOA). The SOA will be used by the awards board to evaluate the merits of the recommendation. Generalities, excessive use of superlatives, and the "duties assigned" approach are to be avoided. An objective summary giving specific examples of the performance, and the results and benefits derived, should be presented. The length of the SOA should be commensurate with the level of award being recommended; however, it should be a minimum one page. The SOA is required for all awards except the NA, Flag LOC, and LOA.

c. Proposed Citation. The proposed citation should contain the most significant achievements from in the summary of action. Submit in accordance with enclosure (1). Focus should be placed on content; formatting will be done by the awards coordinator. The text must be adaptable to publication by news media.

d. Letter of Lateness (if required). See paragraph 7.

e. Mid-tour/Specific Achievement Awards (if required). Attach a copy of citations for personal awards received during the tour. Any action previously recognized in a personal award cannot be used to substantiate other awards.

f. The package may be submitted via hard copy, fax or in .pdf format and must be followed up with an electronic version via email.

9. Navy Department Awards Web Service (NDAWS). NDAWS is a new web-based awards database sponsored by the Chief of Naval Operations and contains all awards, personal and unit, received by the Navy Awards office. To find information on awards, find previous awards on a service member, or updates to the awards program and forms, visit <https://awards.navy.mil/>.

10. Director, Military Resources Management Office
SPAWARSYSCOM 09M Responsibilities

- a. Review award recommendations for correct format, completeness, and consistency.
- b. Liaison with higher authority for resolution of questions and/or problems concerning award recommendations.
- c. Ensure availability of awards/medals for presentation.
- d. Maintain proper records for all SPAWAR activities.
- e. Track awards through CNO staff for delivery.

11. SPAWARSYSCOM Awards Board. The awards board is held on the third Thursday of every month. The deadline for submissions is the Friday prior in order to allow ample time for preparation and review by board members. The standing Awards Board consists of O6 representatives from SPAWARSYSCOM and PEO C41 and Space and a recorder. Additional O6's will be utilized as required or desired by the Chairman. As the Awards Board Chairman, SPAWARSYSCOM 00E shall schedule the Awards Board. In the absence of SPAWAR 00E, the next senior O6 will stand in as Board Chairman.

12. Presentation of Military Awards. It is the desire of SPAWARSYSCOM that awards earned at SPAWAR activities be presented at those SPAWAR activities. The presentation of an award should occur at an appropriate award ceremony nearest the recipient's departure date or achievement. Therefore, it is imperative award recommendations be submitted within appropriate guidelines.



R. D. SLAGHT

Distribution:
SPAWAR List 4

Copy to:
SNDL Part II:
C81 (SHORE BASED DETACHMENTS, SPAWARSYSCOM)
FKA1B (SPACE AND NAVAL WARFARE SYSTEMS COMMAND)

AWARD SUBMISSION GUIDE

This guide is intended to be a quick-reference guide for the submission of award recommendations. Information herein has been taken directly from SECNAVINST 1650.1G and SPAWARINST 1650.1E. Awards not submitted in the proper format cannot be accepted.

(Part 1)

This section applies to MM's, NC's, NA's, and MOVSM's. Using OPNAV 1650/3 (Rev 7-04) Award Recommendation Form and enclosure 3 as an example, complete form as follows:

1. "FROM": (Code of Originator), Space and Naval Warfare
Systems Command
4301 Pacific Highway
San Diego, CA 92110-3127
- 1a. "UIC/RUC": UIC (or RUC, if USMC command) of recommending
code.
2. "TO": Commander, Space and Naval Warfare Systems Command
4301 Pacific Highway
San Diego, CA 92110-3127
- 2a. "UIC/RUC": Enter UIC (or RUC) of Awarding authority.
COMSPAWAR UIC is 00039
3. "COMMAND POC": Enter name and email of person who prepared
award recommendation package.
4. "PHONE": Enter DSN and commercial phone numbers for the
POC.
5. "EXP DATE OF ACTIVE DUTY(DD-MMM-YYYY)": Enter "INDEFINITE"
for officers; members EAOS for enlisted.
- 5a. "IF RETIREMENT/ SEPARATION, NUMBER OF YEARS" Enter "N/A"
if not retiring/separating.
6. "SSN": Example: "000-00-0000"

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7. "DESIG/NEC/MOS": Example for Officers "1110"; example for enlisted "9525" or "0000", if none.
8. "DETACHMENT OR CEREMONY DATE (EARLIER DATE)": Enter exact detachment date, if known. PRD if unknown. If retirement, date of ceremony is required.
9. "NAME (LAST, FIRST, MIDDLE, SUFFIX)":
Example: "SMITH, JOHN DANIEL, JR"
10. Check appropriate box.
11. "COMPONENT (USN, USMC, etc)": Enter appropriate component.
12. "NEW DUTY STATION (Home address for retirement/separation)": Enter either complete SNDL Address (OPNAVNOTE 5400 Parts 1 and 2) or home address if retiring or separating.
13. "PAYGRADE AND RATING": Example: "O6 CAPT", "E5 YN2", "W3 CWO3", etc.
14. "WARFARE QUALIFICATION": "SW", "AW", etc (enlisted only. "N/A" for all officers and enlisted without warfare pin).
15. "UNIT AT TIME OF ACTION/SERVICE": Unit where member was attached during action/service.
16. "DUTY ASSIGNMENT": Primary duty assignment of individual.
Example: "SHIP'S SECRETARY"
17. "UIC/RUC": UIC of individual being recommended.
18. "CAMPAIGN": Campaign member participated in. "N/A" if not applicable.
- 18a. "OPERATION": Operation member participated in. "N/A" if not applicable.
19. "PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED":
Example: NC JUN 97 - APR 00
NA JAN 94 - APR 97
20. "RECOMMENDED AWARD": "NA", "NC", "MM", "MOVSM" etc.
21. Check appropriate box

22. "PERSONAL AWARDS RECOMMENDED-NOT YET APPROVED": "NONE".
If recommended individual has another award pending approval,
list like Block 8.

23. "RECOMMENDED AWARD NUMBER": "1", "2", "3", etc.

24. "OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION": If no
others, "NONE". If others are recommended, list as follows and
submit awards as a group:

CDR William Jones
YN1 Debra Tate

25. "ACTION DATE/ MERITORIOUS PERIOD":
Example: "01 JUNE 2000 - 01 JUNE 2003"

26. "(FOR O6 AND ABOVE) RANK AND NAME OF PREDECESSOR"

27. "GEOGRAPHIC LOCATION OF ACTION/SERVICE": If in U.S.,
"US CONUS". If not, specify area as "WESTPAC", "MED", "EUROPE",
etc.

28. "IF FOREIGN NATIONAL, INDICATE FOREIGN SERVICE AND
COUNTRY": Fill in iff applicable, if not mark "N/A"

29. "I CERTIFY THAT THE FACTS CONTAINED IN THE SUMMARY OF
ACTION ARE:" Check appropriate box.

30a. "NAME, RANK/GRADE, COMPONENT, TITLE OF ORIGINATOR":
Example: "A. T. MORRIS, CAPT, USN
Director of Operations"

30b. "SIGNATURE": Signature of person entered in Block 30.

31. FORWARDING ENDORSEMENTS: Do not complete this block unless
recommendation is being routed through a SPAWAR Systems Center
before coming to COMSPAWAR.

32. Do not complete this block.

33. Do not complete this block.

34. Do not complete this block.

AWARD SUBMISSION GUIDE (Part 2)

This section applies to LM's and above. Using OPNAV 1650/3 (Rev 7-04) Award Recommendation Form and enclosure 3 as an example, complete form as follows:

1. "FROM": Enter COMSPAWAR address:
COMMANDER, SPACE AND NAVAL WARFARE SYSTEMS COMMAND
4301 PACIFIC HIGHWAY
SAN DIEGO, CA 92110-3127
- 1a. "UIC/RUC": Enter COMSPAWAR UIC "00039".
2. "TO": Enter Chief of Naval Operations Address:
CHIEF OF NAVAL OPERATIONS (N09B33)
WASHINGTON DC 20350-2000
- 2a. "UIC/RUC": Enter CNO UIC "00011".
3. "COMMAND POC": Leave blank; will be filled out by awards coordinator at SPAWAR.
4. "PHONE #": Leave blank; will be filled out by awards coordinator at SPAWAR.
- 30a. "NAME, RANK/GRADE, COMPONENT, TITLE OF ORIGINATOR":
Enter "K. D. SLAGHT, RADM, USN, COMMANDER"

For blocks 5-29 and 31-32, fill out in accordance with part one of this guide.

AWARD SUBMISSION GUIDE (Part 3)

THE SUMMARY OF ACTION (SOA), PROPOSED AWARD CITATION, AND SUBMITTING AWARD RECOMMENDATIONS

- The SOA should have an opening paragraph, bulleted list of accomplishments, and a closing sentence similar to "His remarkable accomplishments and dedication to excellence has made him highly deserving of the recognition afforded by the Meritorious Service Medal". An SOA is not required for LOC's, LOA's, or NA's.

- Proposed citation shall be in the following format: Double-spaced; appropriate opening/closing sentences (See page 6 of this guide); justified margins; all caps for NA and NC.

- Awards can be submitted by fax, email, .pdf, or hard copy. However, the 1650, SOA, and citation must also be submitted electronically via email; not on disk. Unless submission is made by hard copy, the signed 1650/3 must be provided shortly after. Awards may be emailed to Awards Coordinator for review and correction before recommending officer's signature and final submission. Award boards are held monthly on the third Thursday of every month. The deadline for submissions is the Friday prior.

AWARD SUBMISSION GUIDE (Part 4)
COMMON AWARD SUBMISSION MISTAKES

- If "From" block is from a department within SPAWARSYSCOM or PEO C4I and recommended award is MM or below, use PMW or code; not "Commander".

- The ending date in block 25 must match detachment date in block 8. Members cannot be awarded for terminal leave periods. Usually if the dates differ, the date in block 25 will be correct.

- Ensure OPNAV 1650/3 (block 30b) is signed and dated by an officer of higher rank than the person being recommended. Civilians are not authorized to sign.

- Be sure to proofread carefully and ensure that dates and information on the OPNAV 1650/3, SOA, and citation all match.

- All blocks on the OPNAV 1650/3 MUST be filled in with appropriate information or "N/A".

5. Questions. Please feel free to contact the Awards Coordinator for clarification on award issues.

AWARD SUBMISSION GUIDE (Part 5)
OPENING AND CLOSING SENTENCES FOR LM, MM, NC, AND NA

LEGION OF MERIT

OPENING: For exceptionally meritorious conduct in the performance of outstanding service as

CLOSING: By his dynamic direction, keen judgment, and inspiring devotion to duty, Captain Smith reflected great credit upon himself and upheld the highest traditions of the United States Naval Service.

MERITORIOUS SERVICE MEDAL

OPENING: For outstanding meritorious achievement (or service) while serving as

CLOSING: By his exceptional professionalism, steadfast initiative, and selfless dedication to duty, Commander Doe reflected great credit upon himself and upheld the highest traditions of the United States Naval Service.

NAVY AND MARINE CORPS COMMENDATION MEDAL

If applicable (GOLD STAR IN LIEU OF THE xxxxx AWARD)

OPENING: MERITORIOUS SERVICE WHILE SERVING AS

CLOSING: BY HIS PERSEVERANCE, INITIATIVE, AND DEVOTION TO DUTY, CHIEF DOE REFLECTED CREDIT UPON HIMSELF AND UPHELD THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

NAVY AND MARINE CORPS ACHIEVEMENT MEDAL

OPENING: PROFESSIONAL ACHIEVEMENT WHILE SERVING AS

CLOSING: BY HIS PROFESSIONALISM, INITIATIVE, AND LOYAL DEVOTION TO DUTY, PETTY OFFICER DOE REFLECTED CREDIT UPON HIMSELF AND UPHELD THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

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EXAMPLE LETTER OF LATENESS

(date)

MEMORANDUM

From: (code head), Space and Naval Warfare Systems Command
To: Awards Board Chairman, Space and Naval Warfare Systems
Command

Subj: LETTER OF LATENESS ICO CDR JOHN C. SMITH

Ref: (a) SPAWARINST 1650.1E

1. Per reference (a), this award is being submitted late due to the adjustment of members' PRD from June 2003 to February 2003.

Signature

Enclosure (2)

PERSONAL AWARD RECOMMENDATION

FOR OFFICIAL USE ONLY

ENSURE ALL BLOCKS ARE FILLED IN, SIGNED AND DATED.

COMPLETE MAILING ADDRESSES ARE REQUIRED

1. FROM: 04, SPACE AND NAVAL WARFARE SYSTEMS COMMAND ADDRESS: 4301 PACIFIC HIGH, SAN DIEGO 92110-3127		1a. UIC / RUC 42200	2. TO (Awarding Authority) : COMMANDER, SPACE AND NAVAL WARFARE SYSTEMS COMMAND ADDRESS: 4301 PACIFIC HIGH, SAN DIEGO 92110-3127		2a. UIC / RUC 00039
3. COMMAND POC: NAME: JOHN SMITH EMAIL: JOHN.SMITH@NAVY.MIL			4. PHONE: (DSN): 524-0000 (COM): 619-524-0000		5. EXP DATE OF ACTIVE DUTY (DD-MMM-YYYY): INDEFINITE 5.a. IF RETIREMENT/SEPARATION, NUMBER OF YEARS: N/A
6. SSN 000-00-0000		7. DESIG/NEC/MOS 1110		8. DETACHMENT OR CEREMONY DATE (EARLIER DATE): 22-Jan-2005	
9. NAME (LAST, FIRST, MIDDLE, SUFFIX) JONES MICHAEL SCOTT			10. <input type="checkbox"/> RETIREMENT <input checked="" type="checkbox"/> TRANSFER <input type="checkbox"/> SEPARATION <input type="checkbox"/> SPECIFIC ACHIEVEMENT		
11. COMPONENT USN			12. NEW DUTY STATION ADDRESS (Home address for retirement/separation) COMMANDER, US ATLANTIC FLEET 1562 MITSCHER AVE STE 250, NORFOLK VA 23551-2487		
13. PAYGRADE AND RATING O5 CDR					
14. WARFARE QUALIFICATION N/A		15. UNIT AT TIME OF ACTION/SERVICE SPAWAR		16. DUTY ASSIGNMENT DEPUTY PROGRAM MANAGER	
17. UIC/RUC 00039	18. CAMPAIGN NA Not Applicable	18a. OPERATION : N/A		19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED (exclude Combat Action Ribbon) NC JAN 94-AUG 96 NC SEP 96-OCT 98 NA DEC 92-DEC 93	
20. RECOMMENDED AWARD NC Navy and Marine Corps Commendation Medal					
21. <input type="checkbox"/> HEROIC <input checked="" type="checkbox"/> MERI- TORIOUS <input type="checkbox"/> HEROIC POSTHUMOUS <input type="checkbox"/> MERITORIOUS POSTHUMOUS <input type="checkbox"/> MIA POSTHUMOUS			22. PERSONAL AWARDS RECOMMENDED-NOT YET APPROVED NONE		
23. RECOMMENDED AWARD NUMBER (EX: 1,2,3 ...) 3		24. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION: NONE			
25. ACTION DATE/MERITORIOUS PERIOD 01-Jan-2002 - 31-Jan-2005			26. (FOR O-6 AND ABOVE) RANK AND NAME OF PREDECESSOR: CAPT MARK DAVIS		
27. GEOGRAPHIC AREA OF ACTION/SERVICE US CONUS, Alaska, Territories, Canada			28. IF FOREIGN NATIONAL, INDICATE FOREIGN SERVICE AND COUNTRY: N/A		
29. I CERTIFY THAT THE FACTS CONTAINED IN THE SUMMARY OF ACTION ARE <input checked="" type="checkbox"/> KNOWN TO ME <input type="checkbox"/> A MATTER OF RECORD					
30a. NAME, RANK/GRADE, COMPONENT, TITLE OF ORIGINATOR W.H. HALL CAPT USN PROGRAM MANAGER			30b. SIGNATURE		30c. DATE
31. FORWARDING ENDORSEMENTS BY VIA ADDRESSEE(S)					
VIA	COMMAND (To be completed by originator) (Include Telephone Number)	RECOMMENDE D AWARD	COMBAT "V"	SIGNATURE, GRADE	DATE FWD
1			<input type="checkbox"/> YES <input type="checkbox"/> NO		
2			<input type="checkbox"/> YES <input type="checkbox"/> NO		
3			<input type="checkbox"/> YES <input type="checkbox"/> NO		
32. TO BE COMPLETED BY AWARDING AUTHORITY					
DISPOSITION OF BASIC RECOMMENDATION		COMBAT "V"	EXTRAORDINARY HEROISM RECOMMENDED	SIGNATURE, GRADE, TITLE	DATE APPROVED
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO		
33. CNO / CMC AWARDS BRANCH USE ONLY SERIAL NO: DATE RECEIVED:					
34. NDBDM USE ONLY FROM: SECNAV (NDBDM) DATE: TO: CNO (DNS-37/N09B13) CMC (CODE MMMA) 1. Extraordinary heroism recommended: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT APPLICABLE 2. Reviewed and recorded.					

By direction

INSTRUCTIONS

1. Before completing this form see SECNAVINST 1650.1. For the electronic form, help for each Block can be accessed by placing the cursor over the data entry field and pressing the F1 key.
2. The Summary of Action (item 35) is requested (except for Command approved NAMs). In addition, attach a double spaced proposed citation
3. Two (2) letter codes to be used in Blocks 19, 20, 31 and 32
4. All dates should be entered in the DD-3-letter month ID-YYYY format (EX: 23-FEB-2004)

MH	Medal of Honor	NM	Navy and Marine Corps Medal	JC	Joint Service Commendation Medal
NX	Navy Cross	BS	Bronze Star Medal	NC	Navy & Marine Corps Commendation Medal
DM	Distinguished Service Medal	BV	Bronze Star w/ V Medal	CV	Navy & Marine Corps Commendation Medal w/ V
SS	Silver Star	PH	Purple Heart Medal	JA	Joint Service Achievement Medal
LM	Legion of Merit	MM	Meritorious Service Medal	NA	Navy & Marine Corps Achievement Medal
LV	Legion of Merit w/ V	AS	Air Medal (Strike/Flight)	NV	Navy & Marine Corps Achievement Medal w/ V
DX	Distinguished Flying Cross	AF	Air Medal (Individual Action)	CR	Combat Action Ribbon
DV	Distinguished Flying Cross w/ V	AH	Air Medal (Individual Action w/ V)	XX	Letter of Commendation

35. Summary of Action *(not required for Command approved NAMs)*